



Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Drinking Water Program (Water Supply) – Water Quality
Assurance/New Source Approval

BRP WS 17 Approval to Site and Conduct a Pumping Test on a Source Greater Than 70 Gallons per Minute

Instructions and Supporting Materials

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- completeness checklist

Introduction

Massachusetts Department of Environmental Protection (MassDEP) *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.

Permit Fact Sheets

1. What is the purpose of this approval?

The approval is to continue evaluating the water resource potential of a particular site. The necessary components of a site approval request, the site exam, and the subsequent pumping test, are described in the Massachusetts Department of Environmental Protection (MassDEP), Drinking Water Program's *Guidelines and Policies for Public Water Systems* (available at the State House Bookstore). The Drinking Water Regulations, in particular 310 CMR 22.21, govern all aspects of the source development process.

Sites are evaluated and approved or disapproved at this point because there are certain circumstances which would negate the possibility of using the site, thereby avoiding the potentially unnecessary expense associated with the pumping test. For example, the inability to own or control the Zone I; extremely poor water quality; and historical spills or leaks of hazardous materials are all issues that could influence the approval of the site for development. Approval of a pumping test proposal is granted after MassDEP has determined that the hydrologic and water quality information necessary to approve the source will be generated before, during and after the pumping test.

2. Who must apply?

Any individual, company, municipality or district intending to develop a public source of water supply serving 15 service connections or 25 individuals at least 60 days per year.

3. What other requirements should be considered when applying for this approval?

- Request for Determination of Applicability (Form No. 1-33310 CMR 10.99) should be filed with the local conservation commission if work is proposed within 100 feet of a wetland.
- Before applying for this approval, consideration should be given to the ability to own or control the Zone I, how surrounding development and history may influence water quality and how the site lends itself to development logistically.

Approvals of this type will require Massachusetts Environmental Policy Act (MEPA) Office review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Office of the Executive Office of Environmental Affairs 251 Causeway Street, Suite 900, Boston MA 02114 (617) 626-1020. Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the MEPA Coordinator in the appropriate Regional Office.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

The fee structure associated with this approval is stated in 310 CMR 4.10(5)(x).

As of October 7, 2005 the application fee is \$3,950.

5. Where should this application be submitted?

Submit: a) the completed **BRP WS Application** form; b) the completed **original copy** of the MassDEP **Transmittal Form for Permit Application and Payment**; and, c) any required supporting documentation to:

Find your region: <http://mass.gov/dep/about/region/findyour.htm> to find the mailing address for the regional office for your town. At the bottom of the address label please type: **Attn: Drinking Water Program**.

6. Where should I send the fee payment for this application?

Submit the applicable fee payment and a **copy** of the **MassDEP Transmittal Form for Permit Application and Payment** to:

**MassDEP
P.O. Box 4062
Boston, MA 02211**

7. What are the timelines?

As of December 25, 1998, if MassDEP fails to complete its review of an adequately prepared **BRP WS Application** that has been submitted with the transmittal form and applicable fee within the specified timelines, the fee will be refunded. The timelines as specified in 310 CMR 4.00 are:

- a) Administrative Completeness Review: 30 days;
- b) Technical Review: 45 days;
- c) Applicant Response to Deficiencies: 60 days (only if required); and,
- d) Supplemental Technical Review: 45 days (only if required).

Notes: There is no public comment period for this permit. The timeline for the Supplemental Technical Review is calculated from the date that any deficiencies identified in the initial Technical Review are received by MassDEP.

8. What is the annual compliance fee?

Currently, there is no annual compliance assurance fee for this approval.

9. How long is this approval in effect?

A Site Exam and Pumping Test Approval is valid for up to two years. Failure to act in two years will require a new application for this permit.

10. How can I avoid the most common mistakes made in applying for this approval?

- a. Be sure all check list items are complete.
- b. Review the Drinking Water Regulations 310 CMR 22.21 and the MassDEP, Drinking Water Program's *Guidelines and Policies for Public Water Systems* regarding what is evaluated when considering approval of a site and what is required for conducting a pumping test.
- c. Communicate with MassDEP concerning the materials necessary for an approvable submission.
- d. Make sure that the **BRP WS Application** submittal package, including the Application Completeness Checklist, and the original copy of the **MassDEP Transmittal Form** is submitted to the appropriate Regional office of MassDEP. Find your region: <http://mass.gov/dep/about/region/findyour.htm>
- e. Submit fee and *one* copy of the **MassDEP Transmittal Form** to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211. DO NOT submit your **BRP WS Application** package with your payment.

11. What are the regulations that apply to this approval?

Where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

**State House Bookstore
Room 116
Boston, MA 02133
617-727-2834**

**State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376**

Application Completeness Checklist

- ☐ Please complete this Application Completeness Checklist and attach to the BRP WS Application submittal package.
- ☐ The MassDEP Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- ☐ Questions have been completed on BRP WS Application form.
- ☐ A signature of the appropriate PWS official has been included.
- ☐ A Massachusetts Registered Professional Engineer or other individual meeting the qualifications of Section 1.0 of the *Guidelines and Policies for Public Water Systems* has prepared the application, signed and stamped it.
- ☐ A letter of authorization has been completed if signature of the design engineer or other agent is being used on the application.
- ☐ The Certification Statement has been signed.

The following items must be included as part of the application package:

- ☐ location and log of exploratory wells (depth, yield, lithology) and at least two stratigraphic cross-sections of the aquifer material.
- ☐ results of chemical and volatile organics compounds (VOC) water analyses.
- ☐ a characterization of land uses around the well including:
 1. A map showing:
 - current land uses;
 - approved water withdrawals, registered or permitted, by Drinking Water Program;
 - surface water features (including wetlands);
 - initial estimate of Zone II or Zone III; and,
 - existing and potential sources of contamination in the Preliminary Zone II or Zone III.
 2. Discussion/evaluation of potential impacts of existing and potential sources of contamination to the new water supply.
- ☐ surveyed site plan depicting Zone I.
- ☐ For test wells installed at potential production well sites, the following must also be provided:
 1. water quality analysis results;
 2. estimate of well yield; and,
 3. well log and as-built construction diagram.
- ☐ Site Screening Worksheet
- ☐ Water Conservation Plan
- ☐ Alternative Analysis
- ☐ Discussion of community's strategy for adopting and implementing local control measures meeting 310 CMR 22.21, or for non-municipal systems, a discussion of the system's strategy for meeting "best effort"

☐ Pumping Test Proposal including:

1. planned pumping rate of test (recorded every two hours);
2. planned duration and discussion of stabilization of test;
3. planned step-drawdown test;
4. planned barometric readings (if applicable);
5. plan showing observation/monitoring well locations (include ambient well) and staff gauges;
6. observation well water level measurement frequency (drawdown and recovery);
7. location of discharge point;
8. precipitation measurement plan;
9. types of water quality sampling and name of state or EPA certified lab along with frequency and locations of sampling;
10. required permits (ie. Water Management, Wetlands, Natural Heritage Endangered Species Program, Local Conservation Commission, Army Corps, etc.);
11. discussion of wetlands stratigraphy and wetlands monitoring if applicable; and
12. Zone II or Zone III methodology.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send one copy of the application package along with the original copy of the MassDEP Transmittal Form to:

MassDEP

_____ * Regional Office

Attn: Drinking Water Program

*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

- ☐ Send fee of \$3,950.00 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with a copy of the MassDEP Transmittal Form to:

MassDEP
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program

BRP WS Application

For Drinking Water Program (Water Supply) Permits or Approvals

Transmittal Number _____

Facility ID# (if known) _____

A. Application

1. Is this application for ☐ an **Original** or ☐ a **Resubmittal**?

2. Applicant:

Name _____

Address _____

City _____

State _____

Zip _____

Contact _____

Telephone _____

3. Consultant:

Name _____

Address _____

City _____

State _____

Zip _____

Contact _____

Telephone _____

B. Permit

Please check the permit or approval for which you are applying:

Zone II Determination for Existing Sources

- ☐ BRP WS 07 Approval to Conduct Pump Test for Zone II Delineation
☐ BRP WS 08 Approval of Zone II Delineation

New Technology

- ☐ BRP WS 11 Minor New Technology Approval; where no field test required
☐ Drinking Water Additive
☐ Cross Connection Device
☐ Water Vending Machine
☐ Other (specify): _____
- ☐ BRP WS 12 Major New Technology Approval: where field testing is required
☐ BRP WS 27 New Technology with Third-party Approval
☐ BRP WS 28 Vending Site/Source Prototype
☐ BRP WS 31 Vending and POU/POE Devices with Third-party Approval

New Source Approvals <70 gpm

- ☐ BRP WS 13 Exploratory Phase, Site Examination, Land Use Survey and Approval to Conduct Pumping Test
☐ BRP WS 15 Pumping Test Report Approval and Approval to Construct Source

New Source Approvals = or > 70 gpm

- ☐ BRP WS 17 Exploratory Phase, Site Examination, Land Use Survey, and Conduct Pumping Test
☐ BRP WS 19 Pumping Test Report Approval
☐ BRP WS 20 To Construct Source

Water Treatment Approvals

- ☐ BRP WS 21 To Conduct Pilot Study
☐ BRP WS 22 Pilot Study Report
☐ BRP WS 23A To Construct Facility <40,000 gpd
☐ BRP WS 23B To Construct Facility = or > 40,000 gpd and < 200,000 gpd
☐ BRP WS 23C To Construct Facility = or > 200,000 gpd and < 1 mgd
☐ BRP WS 24 To Construct Facility = or > 1 mgd
☐ BRP WS 25 Treatment Facility Modification
☐ BRP WS 29 Water Treatment: Chemical Addition Retrofits of Water Systems > 3,300 people
☐ BRP WS 30A Vending Installation Approval
☐ BRP WS 30B POU/POE Installation Approval
☐ BRP WS 34 Water Treatment: Chemical Addition Retrofits of Water Systems = or < 3,300 people
☐ BRP WS 35A Multiple Vending Installation Approval
☐ BRP WS 35B Multiple POU/POE Installation Approval

Water Quality Assurance

- ☐ BRP WS 26 Sale or Acquisition of Land for Water Source
☐ BRP WS 36 Abandonment of Water Source

Distribution System Modifications

- ☐ BRP WS 32 Systems > 3,300 people
☐ BRP WS 33 Systems = or < 3,300 people

C. Certification

"I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete."

Print Name _____

Authorized Signature _____

Position/Title _____

Date _____

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

